



Position: HCV Inspector

Location: Renton, Washington

Employment Type: Full time/ In person/ 8:00 a.m. to 4:30 p.m.

Hourly Range: \$31.25 - \$40.86/hr.

Application Deadline: Open until filled

About Us:

Renton Housing Authority provides, with excellence, quality affordable housing in a safe environment for people in Renton. We are part of a diverse and wonderful community striving each day to render excellent and caring service to all who share the community with us. Our dedication is also to our employees. We believe in creating a culture that is supportive with opportunities for growth and development and a chance to make a meaningful impact. Join us, as we make a difference for people who make Renton their home.

Role Summary:

RHA serves up to 1,100 participants in its Housing Choice Voucher and Project Based Voucher programs. We are seeking a detail-oriented Housing Choice Voucher Inspector to be responsible for the initial move-in inspections, biennial inspections, and complaint inspections when a tenant reports unsatisfactory conditions of the unit since we only do an inspection once every other year. The position requires exercising considerable judgment and initiative in carrying out day-to-day responsibilities, subject to established procedures, practices, and standards. Duties require considerable knowledge of HUD regulations on HCV Inspections and the ability to maintain tenant records and prepare accurate and concise reports. Work assignments are performed under the general supervision of the Director of Development and Construction who will routinely review work through conferences, reports, and analysis of results obtained. Daily duties include a variety of office and field activities providing excellent service to participating families, and performing tasks as assigned by the Director of Development and Construction.

Key Responsibilities

A. Move-In Inspections

- Performs initial / move-in inspections on the physical condition of buildings, dwelling units, and grounds to determine compliance with HUD's Housing Quality Standards (HQS) or any other HUD required inspection protocols and additional local requirements, if any. Immediately fails and reports every HQS defect for all life-threatening and safety issues that exist in the building, units, and/or grounds upon which the building sits. Must be able to coordinate, manage and schedule these inspections in a timely manner.
- Communicate in a positive, professional, and organized manner in person, by phone, email, fax, or mail.

B. Biennial Annual Inspections

- Conducts HCV Biennial Inspections by reviewing the physical conditions of the buildings, dwelling units, and grounds for HCV Compliance along with any additional local requirements and circulates inspection documentation to all parties as applicable.
- Immediately fails and reports all HQS violations for life-threatening issues for health and safety defects existing in the dwelling units, building, and/or grounds that the building sits on.
- Schedules and coordinates all HQS inspections with landlords and tenants, including those inspections to be performed by a third-party inspector or another staff member.
- Provides written notification of all inspections scheduled and inspection results/findings to both the tenant and landlord, along with the applicable IHA HCV Program Specialist, and to the Director of Development and Construction for QC and SEMAP requirements.
- Provides written failed items list to HCV Inspection Coordinator staff to send out letters to the landlord and tenant on failed items and notify them which failed items are their responsibility and how much time they have to complete the items. Self-Certification forms can be completed and signed by both tenant and landlord so that a follow-up inspection does not have to be completed. If the Self-Certification is not completed, then a follow-up inspection will be required to be done.
- Communicate in a positive, professional, and organized manner in person, by phone, email, fax, or mail.

C. Complaint Inspections

- Schedule complaint inspections with participants and landlords to ensure everyone is notified.
- Perform complaint inspection and notify.
- Maintain excellent client relations and customer service.
- Communicate in a positive, professional, and organized manner in person, by phone, email, fax, or mail.

D. Recordkeeping and Reporting

- Maintaining and updating Excel Inspection Log Sheet and scheduling out inspections after HCV Program Specialists notify of any upcoming Biennial Inspections or Complaint Inspections that need attention.

- Ensuring that notes are documented into the appropriate tenant computer software screens when tenant information is given to you via phone or in writing via mail, email, or drop box.

E. Landlords

- Ability to communicate with landlord or management company to schedule inspections, go over failed items and timelines to get issues repaired, etc.

F. Miscellaneous

- Performing all work duties and activities in accordance with Renton Housing Authority (RHA) policies and procedures and federal regulations.
- Working in a safe manner and reporting unsafe acts and conditions.
- Serve as the primary point of contact for questions and issues relating to your inspection caseload. Make recommendations for improvements to procedures, policies, and software capabilities based on working knowledge.
- Other duties as assigned by the Director of Development and Construction.

Education and Experience

1. High School diploma or GED equivalency and (1) year of experience in subsidized LIPH and/or HCV inspection protocols or private real estate inspections; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work effectively.
2. Must obtain HCV Inspection Certification from Nan McKay or NAHRO credentials within 6 months of employment, if the certification is available to participate in.
3. Must be bondable and insurable.
4. Willing to travel overnight for training, conferences, or workshops.
5. Possession of a valid WA motor vehicle operator's license is required.
6. Computer and software experience in a related background.
7. Precise and accurate documentation skills
8. Knowledge of HUD / PHA regulations.
9. Ability to read, interpret and understand and apply regulations by Federal, State, local laws and codes.
10. Knowledge of local building codes is a preference.
11. Strong problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
12. Ability to effectively communicate verbally and in writing with a variety of people. Contacts include a diverse, low-income population, landlords, property managers, RHA staff, and the public. All customers must be served in a manner that reflects courtesy and professionalism.

Competencies

1. **Customer Service Excellence:** skills and desire to provide service that is humanizing, compassionate and committed at all times.
2. **Effective Communication:** Ability to clearly convey information and engage with diverse audiences.
3. **Computer Skills:** Proficient in Microsoft Office with a typing proficiency of at least 40 words per minute.
4. **Knowledge of HUD Policies:** Familiar with the policies, rules, and regulations of HUD and the Housing Authority, especially related to the HCV program.
5. **Interviewing and Negotiating Skills:** Conducts interviews and negotiations effectively and professionally.
6. **Attention to detail:** Precise and accurate documentation skills.
7. **Integrity and Ethical Standards:** Upholds ethical standards and integrity in all dealings.
8. **Team Collaboration:** Works effectively in a team environment to achieve shared goals.
9. **Problem Solving:** Identifies challenges and implements effective solutions.

What We Offer:

- Competitive salary and benefits, including medical, dental and vision insurance, pension plans, annual and sick leave accrual, life and accidental death and dismemberment, employee assistance program and other benefits.
- A supportive work environment that promotes teamwork and opportunities for growth and advancement.

How to Apply:

Please submit your resume and a cover letter detailing your qualifications and interest in this position via email to rbc@rentonhousing.org

Renton Housing Authority is an equal opportunity employer and provides opportunities without regard to race, sex, color, national origin, religion, age, marital status, mental or physical disability, sexual orientation, or any other legally protected status. We comply with all applicable federal, state and local laws that prohibit discrimination in employment.